

RECORD INQUIRY & SEARCH REQUEST FORM

NOTE: To assist with your request please complete this form. All fees must be paid prior to searches. Searches will be done as timely as possible to maintain proper service for everyone. E-mail is the preferred method for submission and response. A self-addressed stamped envelope is requested if results are to be returned by mail. A Request for Waiver of Fees is located on following page.

Requested by: _____ Results by E-mail _____ Mail _____ Fax _____

Name/Agency	UJS Charge Acct. # (if issued)	(Fax Fee to Non-Toll Free Fax # = Greater of \$1.00 per page or \$5.00)	
Address	City	State	Zip Code
Telephone #	Fax # (if available)	E-mail address (if available)	

Any criminal search will require a full name and DOB, at a minimum. Records will only be returned that match exact information provided on this form. Search the following area(s) marked:

CRIMINAL Record Searches or Inquiries. Please select from the following criminal record search types:

☐ Statewide Criminal (criminal court data January 1989 to present) – \$20.00

☐ County Specific Criminal Record Search (criminal court data prior to January 1989) – \$20.00
County specific searches must be requested through county of original court action.

☐ Search (if requesting party certifies that a search is requested in conjunction with a pending state or federal cause of action (including bankruptcy actions) – \$5.00

Please conduct a record search on the following name (the above fees apply to each individual name search):

Last Name, First, Middle (required)	DOB (required)	SS#, DL# or Docket # (for verification only)
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(See second page for additional name searches. Attach additional sheet if more space is needed and indicate type of search requested)

Any civil search will require a full name, at a minimum. A wildcard (*) may be used to broaden a name search.

CIVIL Record Searches or Inquiries. Please select from the following civil record search types:

☐ Statewide Civil (money judgments and all other civil court data Jan., 2006 to present) - \$20.00

☐ Statewide Civil Money Judgment Only Search (Fee of \$4.00 per name/date range search and \$1.00 per copy of each judgment docket card. Includes all pre-04/19/04 active judgments and post-04/19/04 active and inactive judgments.

☐ County Specific Civil Record Search (civil court data prior to Jan., 2006)-\$20.00
County specific searches must be requested through county of original court action.

☐ Search (if requesting party certifies that a search is requested in conjunction with a pending state or federal cause of action (including bankruptcy actions) - \$5.00

Please conduct a record search on the following name (the above fees apply to each individual name search):

Last Name, First, Middle or Company Name (required)	DOB	SS#, DL# or Docket # (for verification only)
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(Attach additional sheet if more space is needed and indicate type of search requested)

ALL CRIMINAL and CIVIL Record Searches.

☐ Statewide Criminal (criminal court data January 1989 to present) and Statewide Civil (money judgments and all other civil court data Jan., 2006 to present) – \$20.00

☐ Search (if requesting party certifies that a search is requested in conjunction with a pending state or federal cause of action (including bankruptcy actions) - \$5.00

Please conduct a record search on the following name (the above fees apply to each individual name search):

Last Name, First, Middle (required)	DOB (required)	SS#, DL# or Docket # (for verification only)
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(See second page for additional name searches. Attach additional sheet if more space is needed and indicate type of search requested)

ALL CASE TYPES Specific Case Request☐ Specific Case File Inquiry/Search – No Fee

Please conduct a record search on the following name (the above fees apply to each individual name search):

Last Name, First, Middle or Company Name
(required)

DOB

SS#, DL# or Docket #
(for verification only)**Request for Waiver of Fees**

*** Only complete and include Page 2 if you are requesting a waiver of search fees.**

I hereby certify I meet one of the following exemptions and am not required to pay a fee:

- No fee: ☐ I am a party (including legal representative of party) named in the South Dakota action(s) or South Dakota case file(s) that I am requesting access to.
- ☐ A qualified agency:
- ☐ State of South Dakota, its officers, boards, agencies, commissions, or political subdivisions. _____ Agency
 - ☐ Officers, boards, agencies or commissions of the federal government or a foreign state, including Indian tribes. _____ Agency
 - ☐ Any federal agency having law enforcement or investigatory duties under federal law and presenting a valid ORI with the request for information. Federal law enforcement and investigatory agencies with ORI numbers include, but are not limited to:
 - FBI • Bureau of Alcohol, Tobacco and Firearms
 - Secret Service • Military Investigative ServicesEnter ORI # _____

Under penalty of law, I hereby certify the information provided on the Request for Waiver to be true and correct. If you do not include the following signature a search fee must accompany this request.

Signature_____
Date

Types: 1 = Statewide Criminal, 2 = Statewide Civil, 3 – Both Statewide Criminal and Civil

	TY	Last Name	First	Middle	Date of Birth	SSN	<input type="checkbox"/> SD DL or <input type="checkbox"/> Client Ref #	Fee
1								\$20.00
2								\$40.00
3								\$60.00
4								\$80.00
5								\$100.00